

**Award for Excellence in FM**

**Please send your submission, by email, PDF format along with photos to [info@safma.co.za](mailto:info@safma.co.za) on or before November 01, 2017.**

Primary contact Name, Email & Number:
Title of the submission:
Authors:
Company/Organization:
Did this submission receive other awards? _____ If yes, which award did the submission receive?
When was the award received?

**Description of the research or initiative should explain how the submission addresses each area for the Award for Excellence in FM. 200 words maximum in English per area.**

**Evaluation Criteria**

**1. Introduction**

Describe why the entry should be recognized for the specific award category it is entered for.

**2. Innovation**

Can your FM solution/accomplishments be replicated in other areas e.g. countries, companies, department or within your existing organisation? What is it that makes your entry innovative?

**3. Advancement of FM**

How have your entry contributed to the advancement of FM in South Africa?

**4. Sustainability**

Describe the key sustainability actions that stand out above the norm and quantify the benefits achieved through this process.

**5. Leadership in FM operations**

Has your project developed concepts that can serve as guidance to other FM organisations? Explain challenges that were experienced in implementing the project and successes achieved. What lessons were learned? How can the process you followed and the results you achieved benefit other FM professionals?

**CONDITIONS OF ENTRY**

- I accept that the judges' decision is final and no appeals will be entered into.
- If required I agree to my entry being entered into the Global FM Awards for Excellence.
- I agree to my entry being publicised and I certify that the information provided is true and correct to the best of my knowledge.
- SAFMA reserves the right to use materials submitted for the promotion of the awards.
- I agree to the information encompassed in the presentation being used and published on SAFMA website.
- Under no circumstances shall the organisers be held responsible for the payment of royalties or other charges for the use of the materials submitted.

**DECLARATION:** I have read and understood the conditions of entry and agree to abide by them

Signature .....

Date: / / /2017